Title	Qualifications
Secretary to the Commissioner of Aviation & Transportation	Large Suffolk County Municipality seeks a Secretary to the Commissioner of Aviation & Transportation. This individual will assist the Commissioner with the coordination of security activities at the Long Island MacArthur Airport, act as tenant liaison for the Commissioner, assist in facilities management, and assist the Commissioner in employee coordination.
	Eligible candidates require a knowledge of Transportation Security Regulations 1542 and 1544, have good knowledge of effective security measures in relation to aviation security standards, and experience working in a commercial airport. Experience as a police officer as defined in section 1.20 of the NYS Criminal Procedure Law is also required.
	Preference will be given to applicants who are Town of Islip residents and have law enforcement experience.

Interested candidates must forward a cover letter, resume and salary requirements to: Fax (631) 224-5771 or email <a href="mailto:Personnel@townofislip-ny.gov">Personnel@townofislip-ny.gov</a>.

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, age, disability, marital status or arrest records.